



MINUTES

LIBRARY ADVISORY BOARD MEETING

Thursday, August 22, 2019

1. Call to Order – Vice-President Elsie Ramirez called the meeting to order at 3:01 P.M. Library Advisory Board (LAB) Members Present: Vice-President Elsie Ramirez, Secretary Susan Pinkerton, Friends Liaison Susan Fletcher, Members Stephen Jones, and Maria Zuniga. Members Absent: President Jose Aranda, and Member Maryann Hendrickson. Also, in attendance: Margaret Neill, Library Administrator; Dan Carrillo, Administrative Assistant; and K. Lynn Gallagher, Quality of Life Director (QOL).
 - a. Acceptance of August 22, 2019, Agenda – A motion was made and seconded to accept the agenda as presented – Motion carried.
2. Review of June 27, 2019, Minutes – A motion was made and seconded to accept the minutes as presented – Motion carried.
3. Friends of the TBML Report – Susan Fletcher, Friends Liaison, presented the report:
 - a. The last Friends meeting was held August 21, 2019.
 - b. The Friends had a book sale this past weekend and made approximately \$810.
 - c. The next Celebrate Authors event is September 8, 2019. Thirty authors have registered. Twenty authors will be in the Roadrunner Room, and ten will be in the Board Room/Computer Training Lab. Mike Cook from Las Cruces Bulletin has been profiling the authors.
4. Library Administrator’s Report – Margaret Neill, Library Administrator, presented the following:

- 1 a. Update on vacant Library positions:
- 2 i. (2) Library Assistant Part-Time – These positions are in the process of being filled.
- 3 One position is in the Public Computer Lab, and one is in Circulation Department.
- 4 ii. Senior Librarian – Interviews have been completed and we are in the process of
- 5 choosing a candidate.
- 6 iii. Library Manager – Interviews have been completed and we are in the process of
- 7 choosing a candidate.
- 8 b. We will have a scheduled facility walk-through in October. This walk-through will
- 9 encompass all the problems the building has so repairs can be scheduled accordingly.
- 10 c. The E-rate contracts were resubmitted due to one of the bids being too high for the funding
- 11 allowed. We are hoping to get it approved soon. This will be fully funded by the Federal
- 12 Government.
- 13 d. GED/HiSET classes will be starting in September. Cindy Flynn, Librarian, oversees this
- 14 program and will teach the classes. Ms. Flynn has had several start-up meetings to see
- 15 if there is interest in this program. So far, six people have expressed interest in attending.
- 16 We are also looking at grant opportunities to fund other parts of this program, e.g.;
- 17 childcare program while parent/guardian is attending class, and/or transportation services
- 18 so the person can get to the classes.
- 19 e. The 2018 General Obligation Bond has been approved, and the State of New Mexico has
- 20 notified Branigan Library that we will be receiving \$300,497.44. The paperwork has been
- 21 sent to the Grants Department for City Council approval. Funds must be expended by
- 22 June 30, 2022.
- 23 f. The June and July 2019 statistics were handed out to the LAB. This is attachment 1.
- 24 g. The Music Box in the Media Department stopped working in April. It was recently removed
- 25 and sent to auction. Since there is still interest from a few patrons, a small collection of
- 26 CDs' is being put together for them to check out.

1 5. Old Business – None noted.

2 6. New Business – The following items were presented:

3 a. Review/Approve for Council Action – Resolution Authorizing the Write-Off of Uncollectable
4 Library Fines & Fees from Fiscal Years 2013-2015 in the Amount of \$105,961.69.

5 i. A motion was made and seconded to approve for City Council action, the
6 Resolution Authorizing the Write-Off of Uncollectable Library Fines & Fees from
7 Fiscal Years 2013-2015 in the Amount of \$105,961.69. All voted in favor – Motion
8 carried.

9 b. Discussion Regarding Future Sunday Closures in Summer – Margaret Neill reported that
10 currently the library is closed on Sundays in June, July, and August. Due to the extreme
11 hot weather during the summer months, the City occasionally opens cooling stations
12 throughout the city. We are considering keeping the library open on Sundays year-round
13 due to this since it would be more cost-effective and efficient for the City, and to also
14 maintain a regular schedule of hours of operation for the public. A few members of the
15 LAB expressed that they think it's a good idea to keep the library open year-round. Ms.
16 Neill said this recommendation will be brought forth to the LAB to vote for approval at the
17 January 2020 meeting.

18 7. Announcements – Lynn Gallagher, Quality of Life Director, introduced herself to the LAB. Ms.
19 Gallagher has been the QOL Director since February 2019. She was born in T or C, NM, and is
20 native to the area. She has lived all over the country, most recently in New York City while working
21 on Wall Street. Previously, she worked in Santa Fe, NM for eight years. She wanted to come
22 back to the area to be closer to her family. She let the LAB know that her office is always open if
23 they need to discuss anything.

24 8. Public Participation – None present.

25 9. Adjournment – The meeting was adjourned at approximately 3:18 P.M. The next meeting is
26 scheduled for Thursday, September 26, 2019, at 3:00 P.M. in the Board Room.

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PRESIDENT or VICE-PRESIDENT

Monthly Statistics**June 2019**

Circulation	35,406
New Card Registration	416
Library Visits (Door count)	34,815
Reference Questions	6,441
Notaries	144
Inter-Library Loan Sent	105
Computer Sessions	5,328
Library Programs	71
Library Program Attendance	1,940
Non-Library Programs	35
Non-Library Program Attendance	461

July 2019

Circulation	38,179
New Card Registration	16
Library Visits (Door count)	33,588
Reference Questions	6,316
Notaries	108
Inter-Library Loan Sent	121
Computer Sessions	5,466
Library Programs	75
Library Program Attendance	1,657
Non-Library Programs	32
Non-Library Program Attendance	471